

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Planning Report

****Date:** October 8, 2013

****Committee Name:** New Members Round Table Mentoring Committee

****Supervising Board Member:** Kari Weaver

****Chair, Co-Chairs, Assistant Chairs:** Kiyomi Deards, Susan Maldonado

****Committee members:** Alejandra Nann (ajsnann@gmail.com), Anita Dryden (anita.riley@gmail.com), Cara Stone (cabstone@umail.iu.edu), Carolyn M. Harvey (Carolyn.mead.harvey@gmail.com), Margaret Howard (mhoward710@gmail.com), Dana Skwirut (dana.skwirut@gmail.com)

****Committee Charge:** The Mentoring Committee's responsibility is to develop mentoring programs, but currently supervises both conference mentoring and career mentoring programs. The Conference Mentoring Program matches mentors with new members at the ALA Annual Conference. The Career Mentoring program is an October - June program that makes mentoring available to those who can't attend conferences. Finally, the committee is charged with exploring ways to use technology and up-to-date communication methods to expand mentoring initiatives and preparing guidelines dealing with mentoring relationships.

****Project Description / Goals:**

Our primary goal is to recruit mentors and mentees to participate in both our career and conference mentoring programs whose experience (mentors) and needs (mentees) are complementary to one another. Through the use of email communication, social media, professional learning networks, and the ALA NMRT website our committee members will recruit a large and diverse group of participants for these programs.

****Specific Objectives (numbers, tangible end-products):**

Mentors and mentees in our career mentoring program will communicate with each other at least once a month from mid-October through the end of June. Committee members will provide oversight to the matched pairs to ensure that these meetings are occurring and that the pairs' professional mentoring needs are being met.

Mentors and mentees in our conference mentoring program will meet twice during the ALA Annual Meeting 2014 in Las Vegas. All conference mentoring participants (and those career mentoring participants able to attend Annual) are encouraged to attend the Mentoring Social on June 27 as one of their two scheduled meetings.

Financial Report Section:

Your budget appropriation (see budget)	a. \$425
Amount which you have spent so far this year	b. \$0.00
Your estimated additional expenses this year	c. \$0.00
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. \$0.00
Difference between budgeted amount and total expenses from above (a-d)	e. \$0.00

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

n/a

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

n/a

h. Vendor support received: (From the above list, what if any, has been received?)

n/a

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):

Career mentoring program web documents and forms (program description and applications) were updated by the first week of September 2013. Co-chair Kiyomi Deards worked with the ALA web committee to update this content.

During the second week of October, we will be revising our Mentoring Guidelines. Co-chair Kiyomi Deards will be updating this document on the web site by the close of October.

Conference mentoring documents and forms will be updated and posted to the webpage no later than the last week of April, in anticipation of sending out a call for participants in the first week of May.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
In addition to the co-chairs, we will need two to three volunteers (preferably committee members) to help facilitate the Mentoring Social at ALA Annual 2014 in Las Vegas. The volunteers will be responsible for helping with set-up and take-down of the venue.

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):

In the first week of September, co-chairs Kiyomi Deards and Susan Maldonado facilitated a call for participants in the career mentoring program. Committee members actively posted to discussion lists, social media sites, and other professional learning networks. Co-chairs will also ensure that all web documents (application, guidelines, etc.) are accurate and up-to-date.

In the first week of May, co-chairs will facilitate a call for participants in the conference mentoring program. Co-chairs will also request an official press release on the webpage for this program.

****Report submitted by:** Susan Maldonado

****Email address:** maldonado5@sbcglobal.net